

Department of Energy

Washington, DC 20585

MAR 1 5 2005

MEMORANDUM FOR DISTRIBUTION

FROM:

RICHARD H. HOPF, DIRECTOR

OFFICE OF PROCUREMENT AND ROBERT C. BRADEN, DIRECTOR OFFICE OF ACQUISITION AND SUPPLY MANA

SUBJECT:

Department-wide Information Technology Contracting

Activities

This memorandum is issued in accordance with the Deputy Secretary's memorandum of March 26, 2004 (Attachment 1) regarding the Department of Energy's (DOE's) commitment to a single Department-wide Information Technology (IT) infrastructure, and to continue to identify opportunities for reducing cost, maximizing efficiencies and improving the Department's cyber security posture.

The Department's ability to achieve these objectives will be facilitated, in part, through the implementation of the Information Technology Competitive Sourcing Study (Attachment 2) which is currently being conducted by the Office of the Chief Information Officer. The performance decision resulting from this study is projected for June 2005. All Departmental entities (except major site and facility management contractors) will be required to transition certain IT infrastructure and related services to the IT competitive sourcing performance solution following that award. The target date for completion of this transition is December 31, 2005. To facilitate required transition activities, all current IT and IT support service contracts must be reviewed to develop necessary and appropriate transition strategies, as well as to further identify opportunities to realize benefits from enhancing our current IT environment while also respecting individual program's IT related mission requirements.

To this end, it is imperative that data pertaining to all existing procurement vehicles for IT and IT support services be accurate and complete. A list of all current IT procurement instruments is contained in Attachment 3. All DOE IT services, including support services, which are not provided as part of a site or facility management contract must be included in your survey response. Please review the information in Attachment 3 and revise or update as appropriate. You are also requested to identify any other procurement vehicles for IT or IT services that are not included in Attachment 3.

Please provide your response to Mr. Robert Wilson by <u>April 1, 2005</u> at <u>robert.wilson@hq.doe.gov</u>. Subsequently, we will work with your office to determine the specific areas and timetable for contract transition. The transition strategy will be consistent with the published DOE Information Technology Support Services Competitive Sourcing Study performance work statement and the Department-wide single consolidated infrastructure initiative.

Additional guidance and/or policies regarding the IT Competitive Sourcing Study is forthcoming. If you have any questions, please contact Mr. Robert Wilson, Office of the Chief Information Officer, on (301) 903-4604.

Attachments

DISTRIBUTION

Aundra M. Richards, Director, Contracts Division Oakland Operations Office Jerry Zimmer, Director, Office of Acquisition & Financial Assistance Golden Field Office

Charles Dan, Director, Contracts Management Division Rocky Flats Field Office John Bashista, Director, Office of Headquarters Procurement Services

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Stanley Colt, Acting Procurement Director, Carlsbad Field Office

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Michael Allison, Director, Contracts Management Division Savannah River Operations Office

Charles Crowe, Director, Procurement & Contracts Division Oak Ridge Operations Office

Anthony E. Lorenz, Director, Procurement Division Richland Operations Office Dale Siciliano, Procurement Director National Energy Technology Laboratory

cc:

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Associate Deputy Secretary

Under Secretary for Energy, Science and Environment

Assistant Secretary for Energy Efficiency and Renewable Energy

Assistant Secretary for Environmental Management

Assistant Secretary for Environment, Safety and Health

Assistant Secretary for Fossil Energy

Director, Office of Civilian Radioactive Waste Management

Director, Office of Electric Transmission and Distribution

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Department Representative to the Defense Nuclear Facilities Safety Board

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Chief Information Officer

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Director, Office of Economic Impact and Diversity

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FIELD OFFICES

Carlsbad Field Office Golden Field Office Ohio Field Office Rocky Flats Field Office





The Deputy Secretary of Energy Washington, DC 20585

MAR 26 2004

MEMORANDUM FOR DISTRIBUTION

FROM:

KYLE E. MCSLARROW

SUBJECT

A Single Integrated IT Infrastructure for the Department

The Department has made great progress in achieving efficiencies and economies of scale in working the President's Management Agenda (PMA) initiatives, and I thank you for your efforts thus far. There is, however, still work to be done. Early on we recognized an opportunity to reduce our operational costs and increase security by moving to a single, integrated information technology (IT) infrastructure. This model is common practice in both private industry and in agencies across the federal government. In this context, the DOE infrastructure incorporates utility-like functions (networks, desk-top computing, help desk and support) that are similar across all components.

This memorandum clarifies and reconfirms my commitment to a single, integrated IT infrastructure across DOE. The question is not whether we will do this, but rather how we will accomplish it. Standardizing and consolidating like functions to achieve efficiencies is at the core of both OMB and DOE-sponsored e-Government initiatives. This objective affects two PMA initiatives currently underway, the Extended Common Integrated Technology Environment (eXCITE), an internal DOE e-Government initiative, and the Department-wide IT Competitive Sourcing Study.

I have directed the Chief Information Officer to continue eXCITE implementation, which will provide standard desktop, e-mail, and related services to Headquarters Program Offices.

I have also asked her to meet with each of you, as necessary, to review the concept of operations as developed for the IT Competitive Sourcing Study. The scope of the IT study addresses the full range of services that support a single, integrated infrastructure. The study does not address corporate business systems like I-MANAGE or mission-specific systems that ride over the infrastructure. Management of corporate business and mission-specific systems will remain with the Program Offices.

Further, I have asked the CIO to accommodate your specific requirements to the fullest extent possible and to make every effort to integrate and leverage efficiencies already achieved. Please contact her directly with any questions you may have and to coordinate planning and implementation efforts.

DISTRIBUTION

Deputy Secretary

Associate Deputy Secretary

Under Secretary for National Nuclear Security Administration

Under Secretary for Energy, Science and Environment

Executive Director, Secretary of Energy Advisory Board

Department Representative to the Defense Nuclear Facilities Safety Board

Assistant Secretary for Congressional and Intergovernmental Affairs

Assistant Secretary for Energy Efficiency and Renewable Energy

Assistant Secretary for Environment, Safety and Health

Assistant Secretary for Environmental Management

Assistant Secretary for Fossil Energy

Assistant Secretary for Policy and International Affairs

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Director, Office of Security

Director, Legacy Management

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Administrator, Bonneville Power Marketing Administration

Administrator, Southeastern Power Administration

Administrator, Southwestern Power Administration

Administrator, Western Area Power Administration



Department of Energy

Washington, DC 20585

October 5, 2004

MEMORANDUM FOR DISTRIBUTION

FROM:

ROSITA O. PARKES Youth Of

CHIEF INFORMATION OFFICER

SUBJECT:

IT A-76 Transition Planning and Implementation

The Department-wide A-76 Information Technology (IT) Competitive Sourcing Study is moving into the final phases. As you know, the request for proposal (RFP) was released in mid-August. I would like to take this opportunity to inform you of future activities related to the remaining aspects of the process.

Responses to the RFP are due in November 2004. Upon receiving the responses, a dedicated Department-wide team will carefully evaluate all submissions. A targeted award date has been set for the third quarter of fiscal year 2005. As we approach that critical milestone, several important activities will need to be accomplished by the Department-wide IT community, and I am soliciting your support to this end.

The competitive sourcing study has provided the entire Department with a unique opportunity to reaffirm it's commitment to strengthened IT policies and practices. As we move forward, it is imperative to implement various policies, plans, and activities related to IT organizational realignment and the acquisition of IT support services. This will promote an effective transition to the service provider, and forward improved IT performance across the Department. Be assured that your organization will be involved in and kept abreast of all such activities.

To help ensure the Department-wide IT community is properly aligned for the overall transition, we will continue to work with your A-76 points-of-contact (POC) to facilitate the activities as referenced above, and in the future, may request additional specialists to assist in the implementation effort. Please review the attached list of POCs and email any updates or changes for your organization to Mr. Kevin Cooke of my staff at Kevin.cooke@hq.doe.gov.

I would like to thank you for your continued support throughout this entire process. Should you have any questions regarding these matters, please do not hesitate to contact me on 202-586-0166.

Attachment



Attachment 3 IT Contract Vehicles

DIRECTIONS

Worksheet 1 contains a list of IT contract vehicles detailed by organization and site. Please review the vehicles for your organization/site and indicate the Expiration Date in column D. If for some reason a vehicle is included in your area that should not be, please indicate this in column D instead of providing an expiration date.

Worksheet 2 is a blank spreadsheet for use in identifying all current contract vehicles dealing with IT and support services partially or in totality that are NOT included in Worksheet 1. Please complete all columns provided and include any contracts that should have been included in the Worksheet 1. This document will serve as a part of the baseline for the IT Competitive Sourcing Study.

This information is requested by April 1st, 2005. Upon completion, please return the Excel spreadsheet file to Mr. Robert Wilson of the Office of the Chief Information Officer at robert.wilson@hq.doe.gov. Should you have any questions please do not hesitate to contact Mr. Wilson via email or on (301) 903-4604.

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	EI	ENERGY INFORMATION ADMINISTRATION	AD01-03E185758	GOVCONNECTION INC
adquarters Procurement Services Office	Εl	ENERGY INFORMATION ADMINISTRATION	AP01-03El37685	LADY, GEORGE DR
adquarters Procurement Operations	EW FM	ENVIRONMENTAL RESTORATION & WASTE MANAGE OFC OF FINANCIAL MANAGEMENT & CONTROLLER	AD01-01EW15164 AT01-01FM90034	FOCAL COMMUNICATIONS CORP PROJECT PERFORMANCE CORP
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	IN	OFFICE OF INTELLIGENCE	AT01-01IN30028	CONTROL CONCEPTS INC
	ME	OFFICE OF MGMT, BUDGET AND EVALUATION	AC01-03ME03812	ASRC AEROSPACE CORP
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leadquarters Procurement Operations	PI PIM	ASST SEC POLICY & INTERNATIONAL AFFAIRS	AP01-03Pl31069 AD28-03PW/12229	PFC ENERGY INC
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Chicago Operations Office	CH	CHICAGO OPERATIONS OFFICE	AC02-99CH10988	INFOSYS INTERNATIONAL
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Shicago Operations Office				INSTITUTE SCIENTIFIC INFO INC
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Expiration Date

daho Operations Office	ID	IDAHO OPERATIONS OFFICE	AD07-01ID60461	ML TECHNOLOGIES INC
	ID	IDAHO OPERATIONS OFFICE	AD07-02ID60477	ML TECHNOLOGIES INC
	ID	IDAHO OPERATIONS OFFICE	AD07-03ID60496	ML TECHNOLOGIES INC
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National Energy Technology Laboratory	FT	NATIONAL ENERGY TECHNOLOGY CENTER	AD26-00FT00052	XEROX CORPORATION
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National Energy Technology Laboratory	NT	NATIONAL ENERGY TECHNOLOGY LABORATORY	AD26-00NT00124	DATA TREE INC
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	NT	NATIONAL ENERGY TECHNOLOGY LABORATORY	AD26-03NT30157	ORACLE CORPORATION
	NT	NATIONAL ENERGY TECHNOLOGY LABORATORY	AD26-03NT30300	ORACLE CORP
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	NT	NATIONAL ENERGY TECHNOLOGY LABORATORY NATIONAL ENERGY TECHNOLOGY LABORATORY	AF26-03NT30662 AF26-03NT30769	SWETS BLACKWELL ASPEN TECHNOLOGY INC
	NT	NATIONAL ENERGY TECHNOLOGY LABORATORY	AD26-03NT30868	GOVERNMENT MICRO RESOURCES INC
	NT	NATIONAL ENERGY TECHNOLOGY LABORATORY	AD26-03NT30874	WAMNET GOVERNMENT SERVICES
	NT	NATIONAL ENERGY TECHNOLOGY LABORATORY	AD26-01NT00916	IKON OFFICE SOLUTIONS
Nevada Operations Office	NV	NEVADA OPERATIONS OFFICE	AC08-96NV11580	SOFTWARE CONTROL INTL INC
Office of Repository Development	NV	NEVADA OPERATIONS OFFICE NEVADA OPERATIONS OFFICE	AD28-99NV12097 AC52-01NV13948	RS INFORMATION SYSTEMS, INC. ALBANY COUNTY RESEARCH CORP
	NV	NEVADA OPERATIONS OFFICE	AD52-02NV14265	MOMENTUM SYSTEMS CORP
Ohio Field Office	ОН	OHIO FIELD OFFICE	AD24-01OH30141	ACS GOVT SOLUTIONS GROUP INC
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	OR	OAK RIDGE OPERATIONS OFFICE	AT05-03OR22955	SECURITY CONSULTANTS GROUP, INC.
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Richland Operations Office	RL	RICHLAND OPERATIONS OFFICE	AC06-03RL14432	CONSULTANT FOR ENVIR SYST TECH
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	SF	OAKLAND OPERATIONS OFFICE	AD03-03SF22779	FRONT RANGE SOLUTIONS INC
Savannah River Operations Office	SR	SAVANNAH RIVER OPERATIONS OFFICE	AC09-02SR22242	LEGIN GROUP INC
	SR	SAVANNAH RIVER OPERATIONS OFFICE	AM56-03SR22261	LEGIN GROUP INC
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	SR	SAVANNAH RIVER OPERATIONS OFFICE	AM56-03SR22261	LEGIN GROUP INC
Oak Ridge Operations Office Western Area Power Administration	TE WA	OFC OF SCIENTIFIC & TECHNICAL INFO	AT05-01TE40204	INFORMATION INTL ASSOC INC
vvestern Area Power Administration	WA	WESTERN-LAKEWOOD CO WESTERN-LAKEWOOD CO	AD65-03WA24424 AD65-03WA00065	HEWLETT-PACKARD COMPANY JAVIS AUTOMATION & ENGINEERING
l .	WA	WESTERN-LAKEWOOD CO	AD65-01WA18309	INNOVATIVE LOGISTICS TECHNIQUE
•	WA	WESTERN-LAKEWOOD CO	AD65-01VVA18744	INNOVATIVE LOG:STICS TECHNIQUE
1	WA	WESTERN-LAKEWOOD CO	AF65-03WA23313	INFORMATION HANDLING SERVICES
	WA WG	WESTERN-LAKEWOOD CO WESTERN-PHOENIX OFFICE	AD65-03WA24582	ISYS INC
	WG	WESTERN-PHOENIX OFFICE WESTERN-PHOENIX OFFICE	AT65-00WG15523 AT65-02WG21482	GENERAL SERVICES ADMIN CRYSTALVIEW TECHNOLOGY INC
	WG	WESTERN-PHOENIX OFFICE	AC65-03WG22548	FORTECH SOFTWARE CONSULTING
	WG	WESTERN-PHOENIX OFFICE	AF65-03WG23903	INDUS TECHNOLOGY
1	WG	WESTERN-PHOENIX OFFICE	4F65-03WG24418	FRON INC
	WS	WESTERN-PHOENIX OFFICE	AF65-03WG24655	GE ENERGY MGMT SVC INC
	WU WU	WESTERN - LOVELAND AREA OFFICE WESTERN - LOVELAND AREA OFFICE	AF85-03WU22875 AF85-03 AU24088	GLOBAL TECHNOLOGY RESOURCES OPEN ACCESS 15CHMOLOC ES WOL
	VII	VESTERN - LOVELAND AREA OFFICE	4F65-03 AU34939	SURBAL TERMINION FRENCHMES
	WW	WESTERN FOLSOM AREA OFFICE	AC65-99WW13131	TRYMM JONATHAN
	A.1	WESTERN-FOLSOM AREA OFFICE	AQ\$5-02WW60810	JAVIS AUTOMATION & ENCALERAL
	WN	WESTERN-FOLSOM AREA OFFICE	AC65-02V/N61078	DYNAMIC SOFTWARE INC

			ATTACHME	T 3 Worksheet 2		
			Current IT and Sur	Current IT and Support Services Contracts		
!				Base Period Option 1 Option 2	Option 3 Option 4	Option 5
Site	Office Name	Award BIN	Awardee Name	ate Start Date End Date	Start Date End Date Start Date End Date Start Date End Date Start Date End Date	ate End Date
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